



## Application for a Certificate of Occupancy

Applicant: Fill in all applicable areas; \_\_\_\_\_ Permit Number \_\_\_\_\_ Intake Person (office use only) \_\_\_\_\_

**Applicant is:** **Property Owner** \_\_\_\_\_ **Tenant** \_\_\_\_\_ **Authorized Agent** \_\_\_\_\_

### Project Identification

APN: \_\_\_\_\_

Job Address: \_\_\_\_\_ Suite or Space #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Occupancy Type(s) (check appropriate items)

Office \_\_\_\_\_ Mercantile \_\_\_\_\_ Factory \_\_\_\_\_ Apartment \_\_\_\_\_ Warehouse \_\_\_\_\_ Restaurant \_\_\_\_\_ Other \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

Description of Business: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Occupancy Square footage: \_\_\_\_\_ Is Bldg. Sprinklered? Yes \_\_\_\_\_ No \_\_\_\_\_ # of Stories: \_\_\_\_\_

### Property Owner's Name, Address, Phone Number

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Existing Tenant Name, Address, Phone Number

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### New Tenant Name, Address, Phone Number

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature** **Printed Name** **Date**

\_\_\_\_\_  
**Planning Representative (print name)** **Signature for Approval** **Date**

Please note that this information is available on the existing Certificate of Occupancy which should be posted at the site.